

INFORMAL CONFERENCE NOTES



Employer:		Inspection #:	Optional Report #:
Date:	Employer Representatives / Titles:		VOSH Representative(s):
<div> <input type="checkbox"/> Objective of Informal <div>Notes:</div> <input type="checkbox"/> First Informal? <input type="checkbox"/> Shows commitment. <input type="checkbox"/> Clarify Final Order. <input type="checkbox"/> Right to contest. Must post. <input type="checkbox"/> Citation posted? <input type="checkbox"/> Post Notice of Informal? <input type="checkbox"/> Abatement complete? <input type="checkbox"/> ARM §307? <input type="checkbox"/> Yellow form complete? <input type="checkbox"/> Questions? <input type="checkbox"/> Discussion of issues? </div>			
Items Reclassified:	Items Vacated:	Penalty Relief Offered:	Length of Informal:

Penalty Relief Justification

Good Faith in Abatement

%	✓	Justification
25		<u>All</u> items abated during inspection OR well in advance of abatement date designated by CSHO. Clear, concise abatement letter with all supporting documentation is provided.
20		<u>All</u> items abated by abatement date designated by CSHO. Clear, concise abatement letter with all supporting documentation provided.
15		Timely abatement complete on all items except those that have time remaining (Informal Conference held before last date of abatement). Abatement will be complete by CSHO's designated abatement date for all items. Supporting documentation provided for all abated items. Additional information and supporting documentation to be provided by date due.
5-10 (At the discretion of The Region Director or his/her agent.)		Timely abatement complete on all items where abatement dates have passed. Extension (PMA) requested for item(s) where abatement dates are not past due . Supporting documentation provided for all abated items. Additional information and supporting documentation to be provided by date due. OR Employer has made an attempt to abate violative conditions and has produced abatement documentation to the best of his/her ability. One or more exception in abatement letter or documentation exists.

Abatement Costs

%	✓	Justification
15		Extensive abatement costs for one or more items or extensive plant-wide abatement costs.
10		Moderate abatement costs or decision to use better abatement methods that result in higher abatement costs than are absolutely necessary.
5		Low cost options taken. Abatement costs are not excessively high.

Penalty Reduction Summary

<i>Good Faith</i>	%
<i>Abatement Costs</i>	%
TOTAL	%